

# UNIT 54 CONTRACT ADMINISTRATION PLANNING

(Blueprint 33 — 4/1/91)

## UNIT CERTIFICATION

### Statement of Completion

\_\_\_\_\_ has satisfactorily completed on-the-job training in the duty or duties of this Unit under the conditions described below and in accordance with the overall standard(s) for this Unit.

<b>Duty</b>	Develop a contract administration plan and instruct Government personnel on their roles.
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<b>Conditions</b>	Given the contract and contact with technical and other support personnel.
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<b>Overall Standard(s)</b>	Plan provides for the review, evaluation, and judging of contractor's performance in critical areas. Roles of contracting officer representatives and other support personnel are properly and clearly defined.
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### Evaluator

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## UNIT 54 CONTRACT ADMINISTRATION PLANNING

DOCUMENTATION OF OJT ASSIGNMENT(S)
<b>Description of Assignment:</b>
<b>Evaluation:</b>
<b>Completion Date:</b>

# UNIT 54 CONTRACT ADMINISTRATION PLANNING

## Policies

<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
4.803		Contracting office contract files.
42.1		Interagency contract administration and audit services.
42.2		Assignment of contract administration.
42.3		Contract administration office functions.
42.6		Corporate administrative contracting officers.
42.11		Production surveillance and reporting.
46.408		Single agency assignments of Governmentwide contract quality assurance.
47.105		Transportation assistance.

## Other KSA's

### 1. Knowledge of :

- The elements of contract administration plans and the rationale for developing such plans.
- Contract administration activities and the delegation of authority for administering contracts.
- Other supporting offices (e.g., property specialists, transportation assistance, etc.).

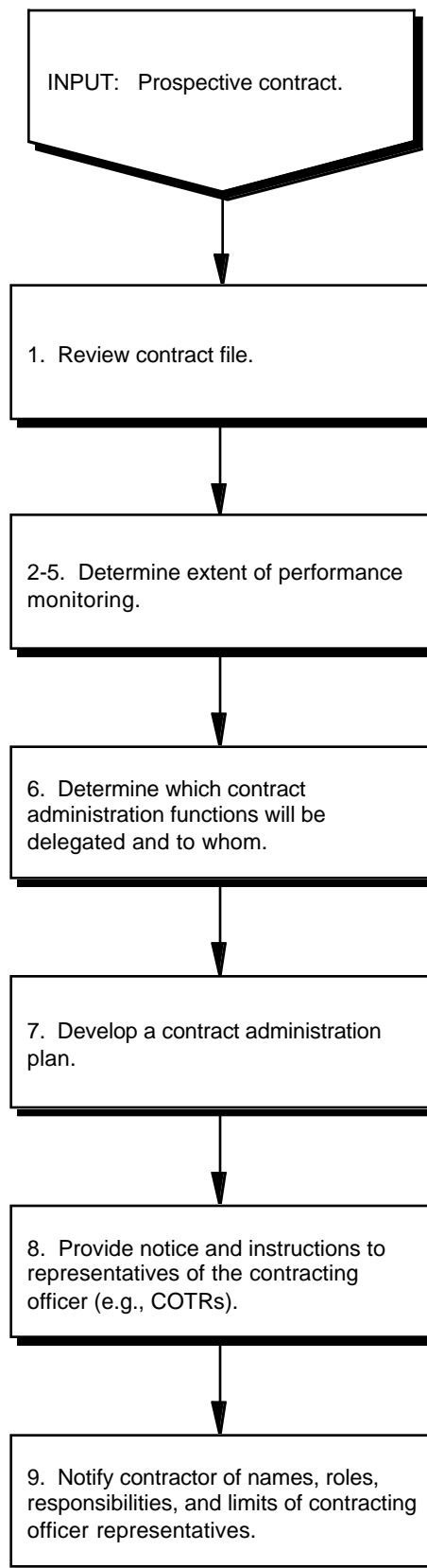
### 2. Ability to identify contract clauses that affect the preparation of contract administration plans (e.g., by specifying when or where the contractor is to report, perform, notify, and/or deliver and by specifying when or where the Government is to furnish property, notify the contractor, et. al.). Examples include clauses on:

- Furnishing of Government property (e.g., 52.245-2 and 4).
- Progress Reporting (e.g., 52.232-20 and 242-2).
- First article testing (52.209-3 and 209-4).
- Delivery schedules (52.211-8 through 10).
- FOB points (e.g., 52.247-29 through 44).
- Inspection (e.g., 52.212-4 for commercial contracts; 52.246-2 through 246-4 for non-commercial contracts).
- Payment (e.g., 52.212-4 for commercial contracts; 52.216-7, 232-1, and 232-16).
- Options (e.g., 52.217-6 through 9).

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## Other Policies and References (Annotate As Necessary):

# CONTRACT ADMINISTRATION PLANNING



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## Tasks

## Related Standards

1. Review the contract file to identify critical contract clauses and requirements.	1. Identify all clauses that bear on performance (e.g., specification, delivery schedule, etc.) and monitoring.
2. Assign a criticality designator to the contract.	2. Assign a designator as prescribed in FAR 42.1105.
3. Identify, from acquisition history, previous issues and problems with the same contractor or contracts for similar requirements. <ul style="list-style-type: none"> <li>• Patterns of performance.</li> <li>• Previous remedies and contractor's reactions to same.</li> <li>• Key personnel involved.</li> </ul>	3. Data from non-Government personnel should be kept confidential.
4. Meet with requiring activity to discuss performance monitoring. <ul style="list-style-type: none"> <li>• Share acquisition history with the requiring activity.</li> <li>• Identify and rank the requiring activity's priorities.</li> </ul>	4. Focus performance monitoring on requiring activity's priorities.
5. Determine the extent of performance monitoring.  Factors to consider: <ul style="list-style-type: none"> <li>• Criticality of the requirement.</li> <li>• Contract requirements for reporting progress and performance.</li> <li>• Contract performance schedule.</li> <li>• Contractor's production or performance plan.</li> <li>• Contractor's history of contract performance.</li> <li>• Contractor's experience with the contract supplies or services.</li> <li>• The contractor's financial capability.</li> </ul>	5. Only monitor delivery for contracts under the small purchase threshold or fixed price contracts for commercial supplies.
6. Determine which contract administration functions will be delegated and to whom.	6. Do not delegate authority that FAR 42.2 and 42.3 reserve for the contracting officer. Identify the limits on any delegated authority.

# UNIT 54 CONTRACT ADMINISTRATION PLANNING

## Tasks

## Related Standards

<p>7. Develop a contract administration plan.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>• A listing of contract terms and conditions related to administration.</li> <li>• Contract milestones.</li> <li>• Contractor reporting procedures.</li> <li>• Quality assurance guidelines (from requiring activity).</li> <li>• Inspection and acceptance process (from requiring activity).</li> <li>• Names, roles, authorities, and limits on authority of contract administration team members.</li> <li>• Milestones for reports from contract administration team members.</li> </ul>	<p>7. The plan should be complete and enable tracking of delivery requirements. The plan should also be consistent with contract terms and conditions.</p>
<p>8. Provide notice and instructions to contracting officer (technical) representatives and other support personnel of their roles, responsibilities, and limits of authority.</p> <ul style="list-style-type: none"> <li>• In writing, where necessary.</li> <li>• Furnish copies of plan.</li> </ul>	<p>8. Notice should be complete and accurate. Do not delegate authority reserved for the contracting officer. Instructions should be correct and complete. Correctly explain the doctrine of constructive changes and potential consequences to the contractor, the Government, and the representative of transcending limits on authority.</p>
<p>9. Notify contractor of names, roles, responsibilities, and limits of contracting officer representatives and other support personnel.</p> <ul style="list-style-type: none"> <li>• Government technical representative (e.g., COR).</li> <li>• Quality assurance/inspection personnel.</li> <li>• Property management specialists (if Government furnished property).</li> <li>• Others.</li> </ul>	<p>9. Notice should be complete and accurate.</p>